

Purpose

To establish the procedures for the handling of surplus rate reimbursed equipment. This group of assets includes vehicles, heavy equipment, construction and engineering equipment, and shop and plant maintenance equipment. These assets are identified by UDOT ID numbers beginning with codes 01 through 38, and 45 through 46.

Policy

The responsible manager within the Regions, Districts, or Complex will determine if equipment is excess, trade-in, or unusable. All equipment determined to be excess will be reported to the Equipment Operations Manager in the Maintenance Planning Division. The Equipment Operations Manager has department-wide authority for this equipment, will make the final determination of all surplus rate reimbursed items, and oversee all phases of the surplus process for rate reimbursed equipment.

Procedures

Surplus Property - Rate Reimbursed Equipment

UDOT 02-43.1

Responsibility: Responsible Manager

Actions

1. Determine if equipment is not working, is no longer needed, or is available for trade-in.

Responsibility: Region/District Equipment Coordinator

2. Transfer the equipment and completed Transfer of Material and Equipment Form (R-20) to Equipment Operations Manager.

Responsibility: Equipment Operations Manager

3. Receive R-20 and equipment and determine if equipment is usable in another department location.
4. If the equipment is not usable or needed in the department, complete Surplus Property Form (SP-1) and send to State Surplus Property.
5. Send a copy of the SP-1 to the department Fixed Asset Accountant.
6. Prepare item to be surplus and deliver to State Surplus Properties. Update Equipment Management System (EMS) records accordingly. Forward copy of monthly EMS Surplus Equipment Report and Sold Equipment Report to Fixed Asset Accountant for FI-NET updates.

Responsibility: State Surplus Property

7. Receive SP-1 form and make arrangements and conduct auction for sale of rate reimbursed equipment. Provide Equipment Operations Manager a monthly copy of the State Surplus Property Payback Remittance Report.

Responsibility: Equipment Operations Manager

8. Review sold equipment reported on State Surplus Property Payback Remittance Report and update EMS. Send copy of State Surplus Property Payback Remittance Report to Fixed Asset Accountant.

Responsibility: Fixed Asset Accountant

9. Receive SP-1 from equipment operations. Complete the procedures for fixed asset disposition outlined in **FIAACCT 18-03.00**.